Springboard Opportunity Group Treasurer Role Description

Springboard Opportunity Group is a leading North Somerset charity dedicated to providing the best start in life for children aged 0–5 with additional needs and disabilities. By joining our passionate team, you'll help empower families and ensure every child has the opportunity to thrive, grow, and reach their full potential.

Role Purpose

This is a voluntary role. All trustees have responsibility for the strategic oversight, governance and financial stewardship of the charity. They work collectively to:

- Set and monitor strategic direction
- Ensure compliance with charity and company law
- Oversee financial sustainability
- Support and challenge the CEO
- Safeguard Springboard's values and reputation
- Champion inclusion, equity and high quality early years support

For a full overview of trustee responsibilities, see The Charity Commission's The Essential Trustee.

The Treasurer provides strategic lead on the Board's financial oversight. While all trustees share financial responsibility, the Treasurer ensures the Board remains informed of the charity's financial health and that resources are used effectively for Springboard to achieve its mission and goals.

Key Responsibilities

- **Strategic Governance:** Contribute to the Board's collective responsibility and decision making for the charity's strategic direction and financial health.
- **Financial Leadership:** Act as the Chair of the Finance & Resources sub-committee, guiding the group in reviewing budgets, management accounts, and annual financial statements. Prepare meetings, agendas and minutes.
- **Strategic Oversight:** Advise the Board on the financial implications of the charity's strategic plans, including the development of new income streams.
- **Communication:** Present clear, accessible financial reports to the Board, ensuring all trustees (regardless of their background) understand Springboard's financial position.
- **Audit & Compliance:** Ensure the charity meets all legal requirements regarding charity and company law, liaising with the Independent Examiner during the production of the annual accounts and including reviewing the financial narrative within the Trustee's Annual Report.
- **Risk & Reserves:** Provide financial scrutiny of fundraising targets and income generation strategies to ensure they are realistic and sustainable for the upcoming financial year. Monitor the charity's reserve levels and investment policies to ensure long-term financial sustainability and resilience.
- **Support & Scrutiny:** Act as a "critical friend" to the CEO and finance staff, providing high-level financial expertise without performing day-to-day operational accounting.
- **Representation:** Act as an ambassador for Springboard, promoting our vision to external stakeholders and funders.

Person Specification

Essential Skills & Experience:

- **Financial Qualification:** A proven track record in financial management, ideally as a qualified accountant (e.g., ACA, ACCA or CIMA).
- **Strategic Thinking:** The ability to look beyond the numbers to the long-term strategic health of the organisation.
- **Communication:** The ability to explain complex financial matters to non-specialists in a clear and engaging way.
- **Integrity:** A strong commitment to Nolan's Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Desirable:

- **Charity Finance:** Knowledge of the Charity SORP (Statement of Recommended Practice) and the specific regulatory environment of the non-profit sector.
- **Lived Experience (Desirable):** An understanding of the challenges faced by families of children with additional needs or disabilities.

Springboard is committed to diversity and inclusion. We particularly welcome applications from individuals with lived experience of disability, or from underrepresented backgrounds, to ensure our Board reflects the diverse community we serve.

Commitment & Logistics

Trustees should be able to commit time to:

- Reading papers and preparing for meetings
- Attending 6 Board and 6 sub committee meetings per year
- Occasional visits to Springboard settings or external events
- Participation in training or strategic planning sessions
- Some months may require more time; others less

Additionally, as Treasurer, the role holder will need to liaise closely with the CEO and Finance Manager in:

- The preparation and follow up of Board and Sub Committee papers
- Supporting the preparation and validation of annual budgets
- The conduct of periodic Financial Controls reviews
- The production of annual accounts with the Independent Examiner

Location: Board meetings are usually held in Clevedon in the evening. F&R meetings are usually held in the morning.

Remuneration: This is a voluntary role.

Term: An initial term of 3 years, with the possibility of renewal.

Safeguarding Note: This role is subject to an enhanced Disclosure & Barring Service (DBS) check and requires a strict adherence to our Safeguarding and Child Protection policies.